**Title: SOP for Animal Use Protocol Submission**

**Author: Research Office**

# Responsibilities of personnel using this standard operating procedure (SOP):

**All Personnel** that work under Animal Use Protocols (AUPs) that cite this SOP are responsible for:

1. Familiarizing themselves with this policy/procedure;
2. Obtaining training for this procedure prior to conducting the procedure (if unsupervised)
3. Familiarizing themselves with any relevant Canadian Council on Animal Care Guidelines

# PURPOSE:

In accordance with the Guidelines of the Canadian Council on Animals Care (CCAC), the President of the University of Regina has constituted the President's Committee on Animal Care (PCAC) to review all research and teaching activities involving the use of animals. The attached Animal Use Protocol (AUP) is intended to provide the PCAC with information about activities in laboratories, field work, and classrooms which the Board requires to meet ensure compliance with ethical responsibilities. In order for the University of Regina to hold federal research funding, and AUP must be approved by the PCAC before research or education projects involving animals are initiated.

# procedure:

Approval of a proposal by the PCAC does not mean that animal housing or research space are available. Arrangements for space and other necessary resources must be made in conjunction with the applicable Faculty, Department and the Research Office. Issues relating to biohazards, radiation and general safety must also be addressed by the relevant committees. It is the responsibility of the Principal Investigator to obtain approval from all relevant committees.

The PCAC meets regularly to review protocols. AUP forms must be submitted to the Research Office at least 2 months prior to the start of the project to allow sufficient time for review by the PCAC.

Annual review and approval is required for ongoing projects. Any changes to an approved protocol requires prior approval by the PCAC.

Completed forms must be submitted to the relevant Dean or Department Head for approval prior to submission to PCAC. Electronic approval in the form of an email is preferred.

Completed AUP packages are to be submitted electronically by email to [Research.Ethics@uregina.ca](mailto:Research.Ethics@uregina.ca) with NEW AUP in the subject line.

Prior to submitting the package ensure the following:

1. All fields of the form are filled in with adequate detail

2. Required appendices are included (Wildlife, Teaching or Surgical)

3. All associated SOPs are included, use the UofR SOP template and are current

4. For teaching protocols the AUP has undergone a review for pedagogical merit

5. Animal numbers from the procedures add up to the number requested

6. All personnel are listed in Section 18 and have received the necessary training

7. All relevant CCAC Guidelines have been reviewed to ensure that the procedures align and follow best practices.

# formS

<https://www.uregina.ca/research/for-faculty-staff/ethics-compliance/animal/forms.html>

Animal Use Protocol (AUP Form)

SOP Template

Relevant Appendixes (Wildlife, Surgical, Pedagocical)

# References:

<https://ccac.ca/en/standards/guidelines/>

**Revision and Renewals** *SOPs must be renewed every 3 years*

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| **Date Received** | **Date Approved by PCAC** | **Notes** |
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